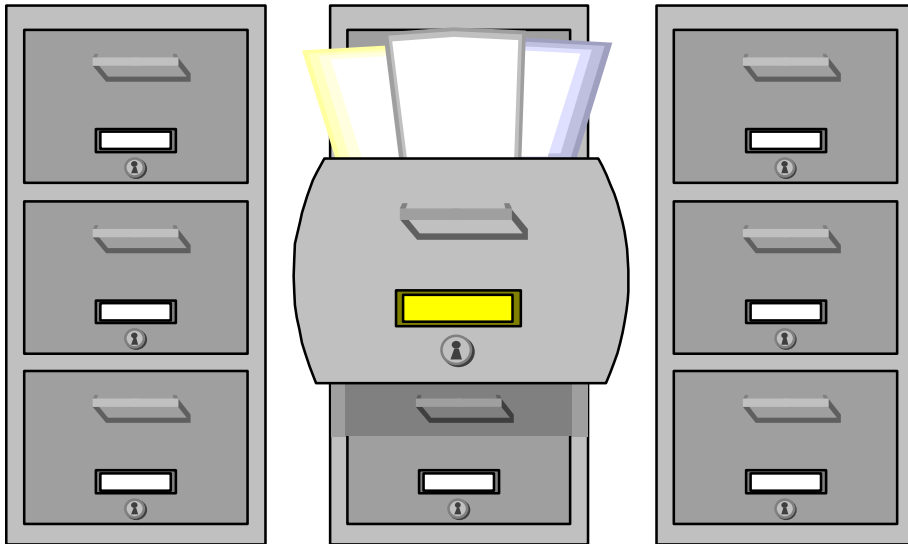


DECENTRALIZED BLANKET PURCHASE AGREEMENTS (DBPAs)

REFERENCE BROCHURE



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GENERAL INFORMATION

Blanket Purchase Agreements (BPAs) are simplified acquisition methods authorized in the Federal Acquisition Regulation (FAR). The

FAR defines a BPA as a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts with qualified sources of supply. "Decentralizing" a BPA (i.e. DBPA) allows its use by persons outside of the responsible Contracting Office. A BPA is subject to all policies and procedures governing simplified acquisitions. While DBPAs appear to afford the opportunity to remove a great deal of bureaucratic "red tape" from the acquisition process, any organization undertaking the responsibility of using them must be aware of the laws and governing directives.

Depending on the nature of any DBPA call, ordering officials may be required to demonstrate rotation of awards among equally qualified vendors, the reason for departure from the small business arena, or that prices were compared and a call was placed at the lowest price. Ordering officials are also responsible for submitting modifications to individual calls, while the contracting officer is responsible for modifications to the actual agreement.

In any case, use of a DBPA places all procurement administrative lead time (PALT) under the control of the ordering official. This can reduce overall pipeline time considerably. As an example, consider the time it takes to establish a first time requirement, place an order through Defense Supply Center Philadelphia (DSCP) or your local Contracting Office, get notified of an award, and finally receive the item(s) desired. Establishing a requirement takes the same amount of time regardless of the source. Placing the order takes about the same amount of time, depending on how the order is transmitted. Getting notified of the award is where the difference begins. As a minimum, allow at least three days from transmission time to buyer receipt for requisitions transmitted to a local Contracting Office or DSCP. Solicitations can take up to 30 days if mailed. When they are returned to the buyer, an award is made and input to Base Contracting Automated System (BCAS) or Standard Materiel Management System (SAMMS). The computer subsequently

produces a purchase order (DD Form 1155) which must be reviewed by the contracting officer, duplicated, signed and distributed to the vendor, the buyer, and to the requisitioner. Transmission of a requisition to the responsible contracting agency until vendor receipt of the purchase order will probably average 45 days, and then you can't be sure the item contracted for is what you originally ordered until you receive the DD Form 1155.

Using an established DBPA can eliminate that average 45-day period because once you prepare an order, communication is directly with the vendor. There is no question about the item ordered. Usually the price has been previously established or price quotes are solicited and shipment will occur immediately upon receipt of your order if the item is in stock.

There is no doubt that use of DBPAs will require some training and initially some additional management attention. Since Medical Logistics personnel are placing calls and are essentially documenting awards, the Director of Medical Logistics must ensure that required directives are followed. The following directives apply: FAR 6.1, 8.4, 13.1, 13.2, 13.3, 13.4, 14.4, 16.7, 19.5, 32.6, 52.213; AFMAN 23-110 Vol 5, Chapter 16, paragraph 13; Public Law 95-507, 98-369, and 99-661; DFAS-DE 7010, 2-R; DAC 88-2, DFAR 5313.2. Follow-up is normally accomplished directly with the vendor concerned. This may be viewed as additional work-load. There is certainly an increase in the responsibility placed on Medical Logistics people, but the amount of time involved is questionable.

Consider though, if a follow-up is required, Medical Logistics must initiate it regardless of how or where the order was placed. DBPAs allow you to go to the source rather than the purchasing agency, again saving time. An efficiently managed DBPA program should significantly improve supply availability, through reducing the manpower intensive functions of high priority or walk-through requisition

management and constant nonproductive follow-up.

Once the decision is made to use DBPAs, it is necessary to understand how they are established. DBPAs can be written by your local Contracting Office, DSCP or the Veterans Affairs National Acquisition Center (VANAC). DBPAs established by DSCP or VANAC are usually designated for use worldwide. The dollar limitation for DBPAs negotiated by DSCP or VANAC is \$100,000 per call.

AFMLO forwards copies of all agreements and amendments to the Defense Logistics Information Service (DLIS) for incorporation into the **Universal Data Repository (UDR)**, Medical Catalog on CD-ROM. Vendors also can have their products advertised free of charge on the UDR CD-ROM. Price lists and Federal Supply Schedules (FSSs) are normally distributed by the vendor to the medical accounts. To ensure you have or are aware of current pricing information, the AFMLO publishes a quarterly "DBPA Information" list in the Air Force Medical Logistics Letter (AFMLL) with pen & ink changes in each monthly issue. If you are unable to obtain a current price list from the DBPA vendor, contact the DBPA Point of Contact (POC) at DSN 343-4164.

Locally negotiated DBPAs are handled in basically the same manner as those DBPAs established outside the local contracting office. Differences may include the dollar limitation per call and payment procedures. All DBPAs incorporate "**Fast Pay**," and should be followed when all criteria meet the FAR references 13.401 and 13.402. Check with your local contracting office to find out if you are authorized to stamp your DBPA purchase documents as "Fast Pay".

In any event, you are required to have a current price list (or quotation copies) for each locally negotiated DBPA that has been approved by the local Contracting Officer. DBPA prices are based on three types of price lists or schedules. These types are General Services Administration

(GSA), Veterans Administration (VA), Federal Supply Schedules (FSS single and multiple award schedules) and approved open market price lists. The following pages include a great deal of information about the use of DBPAs. Take time to read the entire brochure and implement those things applicable to your particular situation. With proper use, the DBPA system will improve service to your customers. DSCP or VANAC DBPAs do not need to be approved for use by the base contracting officer. The materiel manager will, on a monthly basis, report all actions on local as well as DSCP and VANAC DBPAs to the base contracting officer (AFMAN 23-110, Volume 5, Chapter 16, paragraph 16.13.6 and Defense Accounting Office (DAO) (AFAR 5313.204{4})).

It is important to know that the BPA itself is not a contract. It has no legal obligation; therefore, it is not enforceable against either party. However, a contract does become enforceable when an order is placed against the BPA, and is **accepted** by the vendor. An order is considered to be accepted if the vendor furnishes a written acceptance notice or starts work in accordance with the order.

GETTING STARTED WITH BPAs AND ESTABLISHING DBPAs

As you read this chapter, over 400 DBPAs are available to Medical Logistics activities worldwide. There will undoubtedly be many that are suitable for your needs. The DBPAs referred to are those that have been established by DSCP and VANAC. A cumulative list of all DBPAs is published in the AFMLL quarterly to ensure that you are provided the latest information available. Copies of all agreements and modifications can be found on the UDR that is published monthly by DLIS. Ordering information on all DBPAs can be found on the AFMLO home page.

Authorized approving/ordering officials are designated in AFMAN 23-110, Vol 5, Chapter

16, para 16.13.2. Under the DSCP and VANAC DBPAs, authority is limited to the Medical Logistics Flight Chief, Materiel Manager, Superintendent of Medical Materiel, and the NCOIC of Medical Materiel. No approval from AFMLO is required for individuals who hold these positions. However, if "other" individuals approve purchase documents (referred to as exceptions), a letter with AFMLO's approval is required. It is the individual Commanding Officer of each MTF's responsibility to ensure that the individuals making approving purchases utilizing DBPAs are qualified and authorized to do so. Once the commanding officer of your MTF has appointed additional ordering officials (if applicable), send you letter to AFMLO for approval. Your letter should cite the position and dollar limitation per call. Send letter requesting additional approval/ordering officials to AFMLO/FOM.

Requirements not covered by DSCP or VANAC DBPAs should be discussed with your local contracting officer or brought to the attention of the DBPA POC at AFMLO. If deemed necessary, a local BPA may be established to satisfy your requirements. When discussing this option with your local contracting officer, emphasize your understanding of the BPA process and the overall savings to the Government.

To support goals established by national policy, it is required that small businesses receive their share of prime contract awards. This should include calls under DBPAs. The DBPAs do support this goal. Approximately 210 of the DSCP and VANAC DBPAs were negotiated with "small businesses." Yearly surveys support the fact that calls from DBPA purchases are made by Air Force facilities with small businesses. Whether DSCP, VANAC or local DBPAs are used, extensive discussion with the local Contracting and DAO should take place to iron out payment procedures (also see DFAS-DE 7010, 2-R and FAR 52.213-1) and discuss required annual reviews of the DBPAs as a minimum.

Paragraph 13.303-6 (a) of the FAR states, "The contracting officer placing orders under a BPA, or the designated representative of the contracting officer, shall review a sufficient random sample of the BPA files at least annually to ensure procedural compliance with the FAR." In the case of DSCP or VANAC DBPAs, local base contracting offices should conduct (or delegate) the annual review - they are the designated representative. If your local contracting office is not accomplishing an annual review of your DBPA files, you may want to inform them of this requirement.

SETTING UP FILES

Regardless of which contracting office negotiated the DBPA, each DBPA you use requires a contract file be established. Each file should be maintained using a multi-part folder similar to NSN 7530-00-990-8884. Minimum requirements include:

A current copy of the agreement (basic DD 1155 or SF 1449 for DSCP DBPAs; Optional Form 347 for VANAC DBPAs) attaching any modifications that have been issued against the initial agreement by the contracting office. The UDR has eliminated this requirement for the medical account. However, AFMLO will continue to send hard copies of the agreements and modifications to the Operating Locations (OPLOCs). Eventually finance will have hard copies of all contracts in their Electronic Document Access (EDA). If your medical account is serviced by a Defense Accounting Office (DAO), you will need to provide them copies of new agreements and modifications.

A copy of the approved price list or FSS. Vendors are asked to send each medical account a copy of their price list(s). If you do not have current pricing on file, contact the vendor and ask them to send you a current price list. If the price list is too large for the folder, reference should be made to its location. In the instance of the repair

and return DBPAs, you should compile your requests for price quotes in the file as your "Price List."

The current BPA call register (sample, Page 29) and copies of all completed call registers since the last annual contracting review must be available for review.

AF Form 3062, (Sample, Page 34) "Abstract of Proposals/Quotations," or equivalent must be used and filed to document price quotations solicited from qualified suppliers along with reasons for award under certain circumstances. Hard copies of all calls placed against the DBPA. This requirement depends on the instructions mandated by individual DBPAs and may consist of:

A completed DD Form 1155, (Sample, Page 27) "Order for Supplies or Services" and any modifications issued against individual calls/orders.

Source documents (e.g., DD Form 1348-6) (Sample, Page 33) annotated with a call number that corresponds with the call register.

Message/Telex or other electronically produced documents that result from teleprinter or other automated input methods, as long as such documents incorporate all required information, certifications, and signatures.

Computer print outs from on-line printing systems. (Sample, Page 28)

Modifications against each call that have been issued against the original call by the purchasing agent.

Copies of receiving reports also may be required.

The AFMLO provides copies of new & renewed agreements in the AFMLL with modifications to

existing agreements. This information when combined with current pricing, affords the user the most current information available.

DFAS-DE 7010, 2-R, requires DAO be provided with a copy of orders (1155) or a receiving report to "serve as evidence" for payment.

MEDLOG RECORDS MAINTENANCE

When an item is identified as a potential candidate for ordering under a DBPA, the Master Record should be modified to reflect the appropriate Routing Identifier Code (RID). Any requirements for minimum order amounts or quantities should be "loaded" for each Master Record. One method to distinguish between DBPAs established by DSCP or VANAC and those locally negotiated would be to use alpha RIDs published in the AFMLL for the DSCP and VANAC DBPAs and alpha-numeric RIDs for locally negotiated DBPAs. In other words, locally negotiated DBPAs would utilize RIDs beginning with L01 through L99. For DSCP and VANAC DBPAs, the RID will begin with an "L", followed by 2 alpha characters (i.e. LAA). The only alpha code that cannot be used for DBPAs is LPR since it is reserved for those requisitions to be transmitted and handled by local contracting offices.

DBPAs incorporate approved open market price lists & FSSs, so it is relatively simple to keep the Master Record Unit Price updated. You update the Master Record with the appropriate RID and the current unit price (based on lowest price and availability). Comparisons can be accomplished quickly using the Requirements List. Any additional required documentation can be completed using AF Form 3062 (Sample, Page 34) or other locally determined methods. If a master record is already coded for acquisition under a particular DBPA, the purchase order and call number are entered in the Process Requirements List "ERD" transaction. If a call

is placed with a different vendor, the RID in the master record must be over-ridden to reflect the correct source.

DBPA follow-up transactions are not generated by the MEDLOG system. Items requiring follow-up will be printed on the **Requisition Trouble List, Part II**. This list is used to submit manual follow-ups by telephone or letter. Once current status has been determined, load it using the process due-in status transaction "AED". Due-ins can be established using the Process Requirement List "ERD" transaction. Established procedures exist in AFM 167-230 for items received before proper due-in records can be established. Such action should be used judiciously since receipts and subsequent issues recorded as "non-recurring, not due-in" may cause issue history to be lost, resulting in insufficient information to establish accurate inventory levels.

ORDERING

Prior to placing a call against a DBPA, check to see if your requirement is available from a priority source (i.e. stock or from an established source of supply). See FAR Part 8 for list of priority sources. NOTE: The VANAC has negotiated several DBPAs with those priority sources.

Before placing a call to a DBPA vendor, there are certain steps the ordering official should perform. First would be to set up the vendor file which contains the terms and conditions of the DBPA. You should have a current price list on file. If pricing wasn't available, as many times it is not for open market DBPAs, you would have to call the vendor for a price quote. So, now that you have a copy of the DBPA and current price list, what else needs to be considered? Since each DBPA contains different terms and conditions, it is difficult to make blanket statements regarding

their use. Some general rules for DBPAs include the following.

Always review the terms and conditions of the DBPA prior to making the call. **If using a Federal Supply Schedule (FSS) against the DBPA, make sure you read the terms and conditions of the FSS, since the terms and conditions of the FSS supersede those of the DBPA.** Only items listed on the current authorized price lists & FSSs can be ordered.

Several methods can be used to place calls against DBPAs. You must check each DBPA for the authorized ordering method.

DSCP and VANAC DBPA orders by mail are placed using DD Form 1155 (Sample, Page 27) or purchase order/receiving report PCN SI008-W07. Activities also have the capability to provide computer 1155s/print outs (Sample, Page 28). These are acceptable.

Facsimile is becoming the fastest way to transmit orders, receive acknowledgment and status, and perform follow-ups. This service is available to most overseas activities as well as stateside.

Electronic Teleprinter ordering is relatively new and is presently being used by a limited number of vendors and medical activities. This involves the use of a commercially purchased or leased teleprinter (like a TP43) at both the vendor's location and the ordering activity, connected by standard "dial-up/modem" telephone lines. Orders are placed by typing information on the teleprinter. Copies are produced at both ends. This gives both parties documentation of the order, copies of which may be used for your DAO, agreement file, and receiving reports, etc. Depending on the particular vendor's hardware/software level of sophistication, status information may be

provided the ordering activity via the teleprinter. Coordination with the vendor, DAO, and Contracting Office is required before using this method, particularly under locally established DBPAs. Once established, electronic order/entry is a fast, efficient method to place orders whereby minimizing procurement administrative lead-time and maximizing status visibility.

Telephone ordering is authorized under most DBPAs and is frequently the norm for locally established DBPAs. Activities must be extremely careful when using this ordering method since miscommunication can result in shipment of wrong items, price discrepancies, and duplicate shipments (particularly if a confirming order is later mailed). Verify if telephone orders require a confirming order. If telephone ordering is used, ensure complete documentation is maintained.

Check the description of the DBPA to ensure that the purchase is authorized under the agreement (i.e. if you are placing a call against a FSS DBPA, purchase only those items on the FSS).

Comply with FAR Part 13—Simplified Acquisition Procedures when acquiring open market items under the DBPA. They apply to small businesses and competition for open market purchases.

Make sure the dollar limitation for each individual call does not exceed \$100,000 for the DSCP and VANAC DBPAs or the limit of the FSS, whichever is less. Calls cannot be intentionally split to remain under that threshold.

Check the expiration date of the DBPA. If using a FSS, also check the expiration date on it.

Ensure you are an authorized individual allowed to place calls against the DBPAs.

Only authorized approving officials can sign orders.

Orders should be marked "Fast Pay," only when applicable. For applicability, see FAR 13.402.

ORDER MODIFICATIONS. (Samples SF30, Pages 30-32) Reference DFAR 204.7004.4, when modifying a call/order, a two position alpha-numeric suffix (known as the call/order modification indicator) shall be added to the contract number and call number as follows:

The letters "I" and "O" cannot be used. Numbering should be sequential per each call modified.

Modification to a call/order -- issued by the Purchasing office, excluding any modification providing shipping instructions in those cases described in (2) and (3) below -- use 01, 02, 03, and so on through 99, then B1-B9, BA-BZ, C1-C9, and so on through NZ and Z1 through ZZ; (F.O.B. Dest with no price change).

Modification to a call/order issued by a purchasing office providing initial or amended shipping instructions in those cases which the call/order provides for delivery FOB Destination or Origin and a price change is involved -- P1-P9, PA-PZ, Q1-Q9, QA-QZ, R1-R9, RA-RZ, etc., through TZ.

Modification to a call/order issued by a purchasing office providing initial shipping instructions or amending those shipping instructions previously issued in those cases in which the call/order provides delivery FOB Origin and no price change is involved -- use U1-U9, UA-UZ, V1-V9, VA-VZ, W1-W9, etc. through YZ.

Modifications to a call/order issued by a contract administration office (CAO) will use numbering as -- 1A-1Z, 2A-2Z, 3A-3Z, through 9Z, then A1-A9, B1-B9, C1-C9, then AA-AZ.

CANCELLATIONS must have modifications written when line items or entire orders are canceled. A copy must be dispersed to DAO. A copy should be filed with the order in Medical Logistics. If the order or item is being canceled for reasons other than "no longer available," a copy should be sent to the vendor for acknowledgment and signature. (Sample, SF 30 on Page 32)

BOOK & SUBSCRIPTION DBPAs

negotiated by DSCP are usually un-priced. The prices cited on your order should be estimated from prices published in the current edition of Books in Print, Medical Books in Print, or other up-to-date publications. For DSCP DBPA Book/Subscription orders, you will be billed based on the publisher's price at the time of shipment. Therefore, we suggest you add at least 10-15 percent to the publisher's price and use that figure as the estimated price. This should reduce the number of modifications. If there is a difference in the billed price and the price cited on your order, a modification (SF 30 Sample, Page 31) must be prepared.

Orders for books and subscriptions should cite the complete title of the book/periodical, the author, publisher, edition desired, and for subscriptions, the length and starting date desired. A separate line item may be included to cover any "Handling Charges" if authorized.

SPECIAL CHARGES such as an excise tax on vaccines are authorized in some DBPAs. Each agreement and/or FSS should be read to determine if a "special" charge is authorized for the vendor to invoice. Another example is a hazardous material-handling fee. This fee is charged to customers to offset the cost of labeling, and/or packing hazardous material. In both examples, these special charges must be

authorized on the purchase document before DAO will pay the vendor.

EXCISE TAX We do pay an excise tax on some vaccines. The 1993 Revenue Reconciliation Act permanently extended the vaccine excise tax, which had expired as of January 1, 1993. The purpose of an excise tax is to provide a fund to offset legal actions on reactions or deaths caused by certain vaccines. The excise tax is imposed on a per-dose basis by the manufacturer, producer, or importer of the vaccines. Revenues from the tax are then deposited into the Vaccine Injury Compensation Program Trust Fund. Vaccines subject to the tax are as follows:

DPT vaccines

DT vaccines

MMR vaccines

Polio vaccines

NOTE: The Balanced Budget Act of 1997 modified vaccine excise tax rates. At the same time, the bill added coverage for a number of new vaccines not currently taxed (i.e. Haemophilus influenza type B bacteria (Hib), hepatitis B virus and varicella (chickenpox) virus.

The excise tax rate currently authorized varies by vaccine. The cost is a flat rate of \$0.75 per dose of vaccine component. For example, the combination vaccine M-M-R will be taxed at \$2.25 (\$0.75 x 3 components) per dose, whereas the DT combination will be taxed at \$1.50 (\$0.75 x 2 components) per dose. Some vendors (i.e. Merck & Co., Inc.) may reflect this tax on their invoice as a Federal Vaccine Injury Tax.

Some DBPA vendors that are suppliers of vaccines are SmithKline Beecham Pharm, Wyeth-Ayerst Labs, Merck & Co., Inc. and Grove Way Pharmacy. The Department of Veterans Affairs has allowed Federal Supply Schedule (FSS) contractors to include the vaccine tax under their FSS contract. Wyeth acquired some of Lederle's products; thus, they had to charge the excise tax.

Excise taxes must be billed as a separate item on the invoice, and it should be annotated as a separate item on your purchase document. Basically, this tax is treated the same as F.O.B. Origin transportation costs. Thus when finance receives the vendor's invoice charging an excise tax, they will compare it to the purchase document to ensure the tax applies.

When you process the receipt through MEDLOG, do it as you would any other local purchase item. Process the receipt at the item price indicated on the document. Do not add the cost of the excise tax in with the unit cost of the item. The excise tax portion will not be processed through MEDLOG, so the cost will not be passed on directly to the customer. It will eventually be recovered through the working capital fund using local purchase surcharge.

In summary, if you are purchasing one of the vaccines listed above, you will incur a federal excise tax. Process the excise tax basically the same method as you process routine transportation charges on an F.O.B. Origin document. Keep the tax separate from the item, identifying it to your local DAO or OPLOC on the purchase document. Do not process the tax through MEDLOG. For further details about the excise tax, refer to the Department of Health & Human Services web site www.hrsa.dhhs.gov/bhpr/vicp.

HAZARDOUS MATERIAL CHARGES or "hazmat fees" may be charged for hazardous material. However, this fee is added in with the unit cost of the item. For example, if the item costs \$75, and the hazardous material charge is \$5, the receipt should be processed as \$80. The charge will then be passed to the customer when the issue is processed.

REPAIR & CALIBRATION DBPAs negotiated by DSCP require a DD Form 1155 be prepared and included in the box with the equipment when shipped to the vendor. Charges for calibration are normally fixed with a dollar ceiling on repairs. Repair orders should include

a "DO NOT EXCEED \$\$\$\$\$" dollar limit clause. Request the supplier to notify you before proceeding with the order if the service cannot be furnished within the ceiling price. On CALIBRATION ONLY DBPAs, repair of equipment must be arranged under a separate contract through DSCP (overseas) or your local Base Contracting Office (CONUS). Orders against DBPAs for calibration/repair and return of medical equipment are funded with local O&M funds.

Operation and Maintenance (O&M) funds are used for these orders. This requires development of local procedures between the medical treatment facilities Resource Management Office and the Commercial Services Section of DAO.

Because calibration/repair and return orders are for services rather than purchases of medical supplies or equipment, they are not processed through MEDLOG. Also, remember these orders cannot be placed with a vendor without a prior reservation of O&M funds by DAO. Any order not funded prior to being placed with a vendor will require ratification action. A list of Repair and Return agreements is included as page 41. Following that list is a list of available repair parts agreements.

When planning and organizing for the use of calibration/repair and return agreements, make sure you do the following:

- Include fund requirements in annual budgets.

- Send DAO a copy of each agreement to be used.

- Advise DAO of who is authorized to place calls against DBPAs.

- Use either AF Form 616 (Sample, Page 35 & 36) or AF Form 9 (Sample, Page 37).

Funding of Calibration/Repair & Return DBPAs depends on the anticipated volume of the

ordering activity. Most activities should probably opt to reserve funds for the entire fiscal year or by calendar quarter. You may want to reserve funds on an "as required" basis before each order is placed. In either case, reserving funds does not incur an obligation for Air Force to pay a vendor on the basis of anticipated orders, but merely makes funds available by setting them aside in the account records for subsequent obligations when orders are placed with DBPA vendors. By setting funds aside, they cannot be inadvertently spent on other O&M requirements of the Medical Treatment Facility (MTF). The following two methods are prescribed:

AF Form 616 (Sample, Pages 35 & 36), "Fund Cite Authorization (FCA)." Specific uses, restrictions, and procedures for the requesting activity (DAO) and recipient are contained in AFR 177-101, Chapter 20. Process an AF Form 616 (original and two copies) through your Resource Management Office (RMO) to the Commercial Services section of DAO. State the amount requested, specific period of time (quarter or year), and specific purpose for which the funds are reserved. Prepare an AF Form 616 for each agreement to be used, including the DBPA number on each AF Form 616. Do not request funds to be reserved for agreements that you do not intend to use. Each AF Form 616 must include a statement limiting the amount of each order (i.e., not to exceed \$1,000.00 each order). DAO certifies fund availability on the AF Form 616, and returns the signed original and one copy of the medical activity designated on the form. If you need additional funds, request an increase by processing an additional AF Form 616 through your RMO, using the original advice number and indicating the change number in the appropriate blanks on the form. All orders placed against these DBPAs must be in writing and must contain the fund cite and advice number

from the AF Form 616. When an order is placed, enter the amount of the order on the reverse of the AF Form 616 for that specific agreement. The dollar amount of the order is entered in the "Obligation Amount" column. Reduce the "Available Balance" column by the same amount. Documents used to place orders must conform to criteria in FAR 13.303-5. Orders are usually placed using DD Form 1155, which is subsequently used as a receiving report and disbursement voucher. Send two copies of the ordering document to the Commercial Services Section, of DAO, as orders are written or as directed by DAO. DAO uses the ordering document to record the obligation in the official accounting records. When services are received & accepted, make sure you process a receipt report such as DD Form 250 & send it to DAO (Sample of DD Form 250, page 38).

AF Form 9 (Sample, Page 37), "Purchase Request." Specific uses, restrictions, and procedures provided are in AFC 64-109. Process an AF Form 9 through your RMO to the Commercial Services Section of DAO for each anticipated order to be placed under a DBPA. State the amount requested and the special purpose for which the funds are to be reserved. DAO certifies fund availability on the form & returns a copy to the medical activity that initiated the form. If, for any reason, you need additional copies for a specific order authorized by the AF Form 9, contact DAO prior to placing the order. Because the AF Form 9 is for a specific requirement, the amount requested should be the exact amount of the anticipated order. In this case, there is no need for a "Not To Exceed" amount on the AF Form 9. The amount certified on the AF Form 9 is the "Not To Exceed" amount. An order placed against these DBPAs must be in writing and contain the fund cite and purchase request number the AF Form 9.

Documents used to place orders must conform to criteria provided in FAR 13.303-5. Orders are usually placed by using DD Form 1155, is subsequently used as a receiving report and disbursement voucher. Send two copies of the ordering documents to the Commercial Services Section of DAO, as orders are written or as directed by DAO. DAO uses the ordering document to record the obligation in the official account records. When services are received & accepted, make sure you process a receiving report and send it to DAO. All AF Forms 9 must contain the name and telephone number of the individual responsible for documenting receipt of services or items ordered on AF Forms 9. The DAO must know who is responsible for preparing a receiving report after the services or items have been received. Please ensure this information is placed in the "Description" block of the AF Forms 9 prior to delivery to the DAO for funds certification.

SERVICE DATA FOR MEDICAL EQUIPMENT. Service data must be requested in the individual call when ordering medical equipment. The basic Agreement (page 11 of the SPO Agreements, para 52.213-9P01) states that the "vendor shall enclose, with each unit, two copies each of one or more service data booklets. The service data shall contain complete instructions for installation, operation, maintenance, and a list of component parts. Wiring diagrams (preferably schematics) shall be included for electrical items or components. Each part of the unit, other than common fasteners shall be identified in the service data and parts list by manufacturer's part number.

If a DBPA vendor tells you that only one service booklet is provided and offered as a set, you are still required to order another booklet as a separate line item. IAW AFMAN 23-110, Vol 5, Chapter 18, two copies of operators instructions and a copy of repair parts lists and wiring schematics should be requested. If ordering

multiples of an item, multiples of the maintenance manuals do not need to be ordered. Check with Medical Maintenance to see how many literature books are needed. If the parts manual and wiring diagram are not provided, you may have to order them as a separate line item.

REPAIR PARTS AND BATTERIES DBPA orders should include the make, model number, and serial number of the end item if at all possible. A list of available parts & battery agreements is included as page 42. In many cases, vendors are unable to identify the desired parts from the information provided, thus delaying shipment.

SPECIAL ORDER FORMS, SAMPLES OR SPECIALIZED INFORMATION may be required under some DBPAs along with the DD Form 1155. Special forms are required for artificial teeth from Dentsply/Trubyte Div. (VA0200-FY-A-9035). Special measurements may be required for teeth or ear canal molds, stockings, prescription lenses, etc. Samples may be required for unique items like custom printed labels (Shamrock and TimeMed Labeling VA0200-FY-A-9020 and 9021 respectively). Ensure orders include "all" required information with the DD Form 1155.

EXCHANGES. Check the terms and conditions of the DBPA, price list, or FSS you intend to use to determine if exchanges are authorized. Exchanges must be for "like" items or materiel. Ensure you comply with both the FAR and DBPA requirements.

RESTOCKAGE FEES. In the event you ordered an incorrect item from the vendor and need to return the item, the vendor may charge you a fee to recover costs. The vendor wants to ensure they recover the costs incurred in bringing the item back into their inventory, so they may charge you a restockage fee. Generally, the best method to process these fees is to receive the item like a normal receipt and allow the receipt to process to finance. The vendor should bill for that receipt as they would any other receipt. This should eliminate any financial problems in that

area. The item should be returned to the vendor by processing an "RVL" transaction in MEDLOG. That will create a Claims Receivable from the vendor. The vendor will then need to reimburse the government for the original cost of the item. The restockage fee should be paid using the same process as it used for the payment of the Credits Return Service fee. A separate purchase order should be cut for the restockage fee using a stock number like 6515LRESTCK. A due-in should be established and a receipt processed using the dollar value of the restockage fee and a quantity of one. After the receipt is processed, the item should be dropped from the accountable records using an "RTL" transaction. A support document for the RTL should be prepared for the files explaining the circumstances of the requirement for the restockage fee. If the vendor recommends other billing arrangement, you may need to work with them to ensure you accomplish all the required steps. It does not matter if they differ slightly from the above method. Regardless of the method used, the loss is to the stock fund.

DISCREPANCIES. First, attempt to resolve discrepancy with the vendor. To report a discrepancy on a DBPA order, you should contact the vendor and provide as much of the following as possible:

- Vendor assigned order/customer number (when provided)
- DBPA agreement number & call no.
- Requisition numbers
- Date of order
- Point of contact and commercial phone number at your activity
- Description of item, catalog number, model number, serial number, size, style, etc.

- Clear statement of the problem and desired resolution
- Bill-to address
- Invoice number or packing slip number
- Notify your DAO of discrepancies to ensure payment will not be delayed.

The receiving activity will prepare a Standard Form 364, Report of Discrepancy (ROD) SF 364 to document and report item or packaging discrepancies attributable to the shipper. Lost shipments will also be reported on a SF 364. Review Chapter 9, para 9.6, of AFMAN 23-110, Vol 5 for more information on reporting discrepancies. If problems can not be resolved with the vendor, then you should contact AFMLO/FOMP. When AFMLO assistance is required, it is helpful to provide AFMLO/FOMP with a copy of all correspondence on DBPA discrepancies. For lost shipments, make sure you request a "proof of delivery" from the vendor.

FOLLOW-UPS. Follow-ups are also directed by the activity to the DBPA vendor. Copies may be sent to AFMLO/FOMP to ensure back-up for monitoring/assistance. Follow-ups, as well as discrepancies, may be made to the vendor via telephone, Telex, letter, or message. If discrepancies or follow-ups cannot be successfully accomplished by your facility, contact the DBPA POC at AFMLO, DSN 343-4164.

DOCUMENTING COMPETITION AND DEPARTURE FROM THE SMALL BUSINESS ARENA

(Suggested form=AF 3062, Sample on Page 34).

Government acquisition regulations clearly "set aside" certain purchases for small businesses. Public Law 95-507 was enacted to ensure that a portion of Government purchases would be distributed to small business concerns. As a result of the Federal Acquisition Streamlining Act, all purchases more than \$2,500 but less than \$100,000 are set aside for small businesses.

PURCHASES AGAINST OPEN MARKET PRICE LISTS

Open market price lists for DBPAs are not contracts and are submitted on a periodic basis as prices change. The AF FAR SUP requires these price lists to be fully approved by a contracting officer who determines the prices to be fair and reasonable. However, DSCP or VANAC contracting offices do not provide this determination. Therefore, the individual placing the call and approving the purchase document will need to make that determination. Purchases against open market price lists are segregated as under and over \$2,500.

CALLS UNDER \$2,500. For micro-purchases of up to \$2,500, competition is not required if the price is considered reasonable. Verification of price reasonableness would be done only if (1) the ordering official feels that the price is not reasonable or (2) no comparable pricing is readily available. Whenever possible, calls for similar items should be rotated among all qualified vendors with comparable supplies. There are no small business set-asides for purchases up to \$2,500.

The International Merchant Purchase Authorization Card (**IMPAC**) is the preferred method of payment for micropurchases. In most instances, you should use the IMPAC whenever possible because of the savings and benefits. For instance, there is lower cost in using the IMPAC because you do not have the administrative cost of processing a purchase order. Most vendors accept the IMPAC and prefer this method because they receive payment at the time the goods or services are delivered. Another

plus is that most vendors ship immediately when using the IMPAC, thus decreasing the pipeline time in getting supplies to your facility.

Some exceptions for not using the IMPAC are (1) vendor doesn't accept the government credit card (2) the cost is cheaper using the DBPA (3) item is on backorder (no backorders are authorized on the IMPAC) (4) when clinical necessity dictates the use of a DBPA or other long-term contract or agreement and (5) the item you are ordering is not authorized using the IMPAC.

DBPAs seem to be more cost effective when over 12 calls per month are made and invoices are summarized for a single monthly payment. Therefore, if you are placing less than 12 calls per month with a DBPA vendor, the IMPAC should be your first choice. On the other hand, if you place a high volume of calls with a particular vendor, use the DBPA.

CALLS OVER \$2,500. Competition is required when individual purchases exceed the micro-purchase threshold. All purchases over \$2,500 are reserved exclusively for small business concerns, unless it is not possible to obtain competitive offers from two or more such concerns. Since DBPAs are normally based on established price lists, competition may consist of comparing and recording prices for like items under two or more different BPAs. If price lists are not available, quotations should be solicited orally. All quotations received orally should be recorded on AF Form 3062. Justification for noncompetitive acquisitions over \$2,500 should be documented. Simply stated, to document competition or absence thereof, or if the call is placed with other than a small business or lowest price, the reason must be documented. Your documentation should cite factors such as price, quality, and delivery as a reason for departure from a small business. Small business set asides are not intended to hinder the Government acquisition process, but rather to enhance opportunities for the small and disadvantaged businessmen and women. Whenever possible, awards should be made to small business

concerns to support this program mandated by public law.

FAIR AND REASONABLE PRICE?

Determining what constitutes a fair and reasonable price may have different meanings to different people. Pricing may be based on supply and demand, the economic status of a particular industry, and technology. Generally, a competitive market price is a reasonable price. A competitive market determines what price an item will be bought or sold at any given moment of time. Generally prior quotations, previous contracts, current market prices, catalogs or price lists, or the ordering official's personal knowledge of the item being purchased for similar requirements are major sources of determining that prices are fair and reasonable. The conclusion that a price is a "fair market price" must be based on some form of price analysis. Do not forget that transportation charges would also be a factor in your price comparisons. Just remember when you are doing any type of price comparison that you compare apples to apples.

SMALL PURCHASE/SMALL BUSINESS

BPAs must comply with FAR regulations to meet small business requirements. When unsure about compliance, you may direct inquiries to your local contracting office Small Business specialist.

PURCHASES AGAINST FEDERAL SUPPLY SCHEDULES (FSS)

PREFERRED SOURCE. Air Force Acquisition Circular 87-4, dated 13 January 87, basically states Federal Supply Schedules, including optional schedules, have been classified as preferred sources of supplies and services. This change has greatly simplified the use & documentation requirement of the DBPA since you only compare prices versus compete.

GSA FEDERAL SUPPLY SCHEDULES as preferred sources of supply Air Force Acquisition Circular 88-43, dated 7 December 88, provided clarification regarding the standing of the GSA's Federal Supply Schedules as a source of supply. This states that DoD considers those FSS that are optional for DoD to be "preferred sources of supplies and services." There is no statutory or regulatory need to synopsise requirements, seek further competition, determine price reasonableness, or comply with small-business, small-purchase set-aside requirements when optional schedules are used. These requirements are met by the GSA when they solicit and award their schedule contracts. The AFAC 88-43 also states that other procedures may be used if the contracting officer judges the introduction of competition from non-scheduled sources would be in the best interest of the Government in terms of quality, timelines, or cost. Therefore, all statutory requirements of PL 98-369 (Competition in Contracting Act) and FAR 6.102 (Use of Competitive Procedures) are met when purchases from schedules are made in accordance with applicable procedures in FAR 8.405-1 (ordering from Multiple Award Schedules.)

FSS contracts have their own terms and conditions that may differ from the DBPA. What do you do when there is a conflict between the Agreement and the terms and conditions of the FSS? Follow the terms and conditions of the FSS. The DBPA is the vehicle; the FSS is the contract. In other words, the FSS supersedes the DBPA, except for the maximum order limitation. No call can ever exceed \$100,000 on a DSCP or VANAC DBPA, or the order limit of the FSS, whichever is less.

ORDERING FROM SINGLE AWARD SCHEDULES. A single award schedule is a contract awarded to one supplier by the GSA or VA office. When ordering from a single award schedule, no competition is required regardless of the dollar amount of the order, up to the DBPA call limit, or the FSS, whichever is less.

ORDERING FROM MULTIPLE-AWARD SCHEDULES.

A multiple award schedule is a contract that has been awarded by GSA or VA to more than one supplier for comparable supplies and services. When ordering from multiple award schedules, you are required to place the order with the schedule contractor offering the lowest delivered price available, regardless of order dollar amount. In accordance with AFFAR SUP, you must review the schedule price lists that are reasonably available at your office and document your file to show which schedules were used and how you arrived at your decision. However, if fewer than three price lists from current schedule contractors that offer the required items are available at the ordering office, you are required to obtain additional price lists from schedule contractors listed in the GSA schedule for the required items. If three are not available, document your file to show how you determined you ordered at the lowest delivered price. Orders should be placed with the schedule contractor offering the lowest delivered price available. However, the ordering office shall fully justify in their contract file, any orders over \$2,500 per line item placed at other than the lowest price.

The following excerpt is taken from FAR 8.404(b)(2)(ii). When ordering from optional multiple award schedules: In selecting the best value item at the lowest overall cost (the price of the item plus administrative costs), the ordering activity may consider such factors as--

Special features of one item not provided by comparable items which are required in effective program performance

Trade-in considerations
Probable life of the item selected as compared with that of a comparable item
Warranty conditions; and

Maintenance availability

When two or more items at the same delivered price will meet an ordering office's needs, the ordering office shall give preference to the items of small business and/or labor surplus area concerns by following the order of priority in FAR 14.408-6 for equal low bids.

Copies of any FSS can be obtained from GSA, Centralized Mailing List Service, P.O. Box 6477, Fort Worth TX 76115, telephone (817)334-5215 or FAX (817)334-5227. If you have access to the Internet, the address is ken.cowan@gsa.gov. For more information on single award and multiple award schedules, read FAR Part 8.

SOLE SOURCE JUSTIFICATIONS. Sole source justification is necessary if the estimated value of the purchase is over \$2,500 and only one source can meet your requirement. The Air Force Federal Acquisition Regulation Supplement (AFFARS), paragraph 5313.106, lists criteria for justifying the award of a sole source contract. Remember when you go above the \$2,500 micro-purchase threshold, you are required to compete, but if only one source can meet your requirement, you must have documentation on file to justify a sole source.

Don't confuse sole source with brand name. Both require justification. If you are requesting a sole brand, a letter explaining your reasons why other brands will not be acceptable is required. This brand may be available from a number of vendors, so competition may exist. With sole source, you are explaining that only one source is acceptable to purchase this product. Generally, you should have more brand name letters on file than you would sole source letters.

INVOICING

Remittance Address. It is of the utmost importance that the invoice "remit to" address is

included on the original DD 1155 agreement or on a modification. Medical Logistics should ensure that their DAO is provided with a copy. MEDLOG orders can have the “remit to” address listed in the main address block of the DD 1155, provided a hard copy of the purchase document is not going to the vendor. Otherwise, you will need to write/type this address on the DD 1155. This should alleviate any problems for payment in the area of ordering and remittance addresses that differ. NOTE: If using a FSS, remember to take a look at the remittance address. The “remit to” address listed in the FSS may be different from what is listed in the DBPA. If that is the case, use the “remit to” address listed in the FSS.

If the DBPA does not contain a specific remittance address, or contains the statement, “REMIT AS PER INVOICE”, finance will use the invoice remittance address. If a specific remittance address is not provided on the contract or the invoice, remittance will be made to the vendor’s contractual address.

Electronic Funds Transfer (EFT) is now mandatory for all contracts issued after 26 July 1996, unless the vendor certifies that he or she does not have a banking facility or authorized paying agent. These type of cases are rare and will not be allowed after 1 July 1999. Currently all DSCP DBPAs have incorporated FAR Clause 52.232.33, “Mandatory Information for Electronic Funds Transfer Payment (Aug 96)”, and FAR Clause 52.232.34, “Optimal Information for Electronic Funds Transfer Payment (Aug 96)” into the basic agreement. **NOTE:** VANAC is currently modifying all their DBPAs to incorporate FAR Clause 52.232-33.

Central Contractor Registration (CCR) The Debt Collection Improvement Act of 1996 required all vendors be paid using EFT. The DoD has decided that a more efficient way to comply with this Act is to store all vendor EFT account data in one DoD database known as a Central Contractor Registration (CCR). The CCR database would then be used by DFAS to verify contractor data and EFT capability for

receiving payments. All vendors are required to register in the CCR by 1 Jun 98.

Discount Terms. A discount of two percent, 15-net 30 days means finance can take a two percent discount if the invoice is paid within 15 days. The discount, however, is based on the date of the invoice, not the date the invoice was received by DAO. Discounts shown as net 30 require that payment be made not later than 30 days from receipt of the invoice by DAO or the date the receipt is processed in Medical Materiel. To take advantage of these discounts

- Check the discount terms on the FSS (remember the FSS terms supersede the DBPA)
- List the discount terms on the purchase document.
- Process your receipt as soon as an item is received.

Invoices not received by DAO. The IAPS system generates a Request for Invoice letter if no invoice is received within 60 days of the receipt.

REPORTING REQUIREMENTS

In order that acquisitions under DBPAs be properly accounted for, they must be reported. This is done in two ways:

TO LOCAL CONTRACTING OFFICES: Calls placed against all DBPAs (DSCP, VANAC, & locally established) must be reported monthly to the BCO. This reporting procedure will normally consist of providing the local Contracting Officer with a copy of the call register (Sample, Page 29) for each DBPA.

TO AFMLO: DSCP and VANAC DBPA usage will be reported annually to the AFMLO using a pre-printed survey form RCS: HAF-SG(A)9111, DBPA Usage Survey, published in the September

issue of the AFMLL, (AFMAN 23-110, Vol 5, Chap 16, para 16.13.6).

Annual Contracting Review. The Federal Acquisition Regulation (FAR), paragraph 13.303-6 (a) states that the agency that has jurisdiction over the office authorized to make the purchases shall review a sufficient random sample of the BPA files at least annually. You may want to inform you BCO of this requirement if your contract files are not being reviewed annually.

DISPOSITION OF DBPA DOCUMENTS

Disposition of DBPA documents can be found in **AFMAN 37-139, *Records Disposition Schedule***. There are different disposition instructions for DBPA source documents. For local purchase receiving records, AFMAN 37-139, Table 177-18, Rule 7 states you will destroy documents six years and three months after close of the fiscal year in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ DFAS-DE. AFMAN 23-110, Vol 5, para 9.3.4.2., states to dispose of documents in the completed file according to **AFI 37-138 *Records Disposition--Procedures and Responsibilities***, and AFMAN 37-139. At the end of one year after the fiscal year to which they pertain, send these receiving reports to staging. Mark the "Local purchase receiving documents" required for DAO records. Destroy after five years." If a search of the staged records ever become necessary, DAO, not medical logistics, will perform the search. For purchase orders, destruction documents and related records, follow AFMAN 37-139, Table 41-4, Rule 21. For example if your purchase order is dated 10 Jun 98, you need to keep the purchase order on file until the end of FY 99. The receiving report will be on file until December 2005 provided payment was made in FY 98 and there were no discrepancies.

ADMINISTRATIVE ERRORS ON PURCHASE ORDERS

Administrative errors on purchase orders may require a formal modification. It may depend on the type of correction and whether or not the DBPA contract was distributed. Air Force FAR Supplement (AFFARS 5313.9002(c) and DFAS DE 7010, 2-R, provide guidance on what administrative errors can be corrected.

AFFARS limits corrections to:

- (1) Extension errors (not errors in unit price or quantity) in the schedule may be corrected.
- (2) Typographical or other administrative errors may be corrected if such correction does not change the terms or conditions of the order and does not require acceptance by the vendor.
- (3) Errors in subsidiary accounting classifications may be corrected, except that a formal modification is required when the DAO designated to make payment is not the local DAO administering the funds.

If pen and ink corrections are needed on the purchase order, then correct as follows:

- (1) Line through the information to be changed.
- (2) Write in the correct information.
- (3) Initial the change.
- (4) If the change involves a change to the total amount of the order, write the following statement in block 19 of the DD Form 1155: The total amount of this order is \$. Sign full signature immediately after the statement. This signature requirement is in addition to the signature required in block 24. Both signatures must be made by the same contracting officer.

DFAS-DE 1710, 2-R limits corrections to:

(1) Typographical errors which do not change the terms and conditions of the contract or do not require contractor acceptance.

(2) Extension errors, unit price, or quantity, if the cumulative effect does not increase the total amount of the contract (block 25 of DD Form 1155).

(3) Changes in accounting classification. Any pen and ink change made before distribution of the contract are acceptable as long as the appropriation agrees with the related commitment document (AF Form 9, Request for Purchase; AF Form 616, Fund Cite Authorization; or other authorized commitment document). If, after the distribution of the contract, a change is required and the DAO designated to make payments is not the accounting DAO, these changes require modification.

(4) Other administrative errors which do not affect the contracting parties.

When you have to change the price or unit of issue of an item on the purchase document, don't just pen and ink the change. These changes will require a formal modification (SF Form 30) to the purchase document. If you don't know for sure if you need to do a formal modification, contact your local DAO.

TRANSPORTATION CHARGES. If the DBPA provides for FOB Destination, then transportation charges should be included in the price of the item(s). If F.O.B. Origin is specified, the transportation costs should be prepaid by the vendor and invoiced as a separate line item. DFAS-DE 7010, 2-R, requires a receipt for freight charges over \$100. We recommend that for FOB origin, you put the exact transportation charges (if known), or this statement on the purchase document, "Prepaid transportation authorized Not to exceed \$ (est)." This fulfills the Air Force Audit Agency's requirement to pre-obligate transportation charges. If transportation charges are not

authorized on the purchase document, DAO will not pay regardless of the receipt requirement. **NOTE: Many DSCP DBPAs show "other" for FOB charges and the VANAC DBPAs show "as cited in individual calls."** You need to know if you are placing a call against an FSS or open market price list. Usually FSSs authorize FOB destination to the first stateside address.

If you neglected to obligate transportation funds (FOB origin), you will need to do a formal modification to the call. Complete a SF Form 30 and have it signed by the DML.

F.O.B. Destination should be used whenever possible to avoid the extra charges to the government. Whenever a suitable item is available from two or more vendors, you should seriously consider using the FOB Destination DBPA if all other factors are basically equal. An item on a FOB Destination agreement may be slightly higher in price, but may be cheaper in the end because we do not have to pay the transportation costs. If you do choose FOB origin, ensure the lowest cost method of transportation is used. Ensure you annotate your purchase document properly so DAO knows that it is a valid charge. Lastly, do not process transportation costs through MEDLOG.

Remember the DBPA FOB terms may read FOB "other", but the FSS contract terms may read FOB Destination. If you are using a FSS contract against the DBPA, follow the FOB terms listed in the FSS contract.

F.O.B. Other is not the same as F.O.B. origin. You probably have noticed on the cover sheet of the DSCP DBPA that either FOB destination or "other" is checked. FOB "other" allows you to negotiate the freight terms with the contractor. To clarify, FOB destination means the cost of shipping is included in the price and passed on to the customer. FOB origin means the vendor prepays shipment charges for later reimbursement by the government. You need to make sure that your purchase document has

either FOB destination or FOB origin annotated on it.

NOTE: For freight costs > \$100, with FOB terms as FOB origin, finance must have a **"Proof of Delivery" (POD)** attached to the vendor's invoice. If the invoice arrives at finance before you process your Receiving Report (**"Proof of Acceptance"**), DAO should do a follow-up for the Receiving Report every 5 days, until received. So, don't forget to remind the vendor to attach a POD for all freight costs over \$100.

TRANSPORTATION OR SHIPPING CHARGE?

Transportation charges are authorized in the DBPA as either FOB destination or FOB Other. For fixed-price contracts, vendor transportation costs are prepaid and billed as a separate item on the invoice. Transportation costs less than \$100 may be reimbursed without a receipt. Shipping charges on the other hand are different from transportation charges. Vendors may charge for extra packaging or use special containers or material to insure shipments arrive at your facility in an undamaged condition. You may have seen shipping charges on vendor invoices marked as "hazmat" fees, Integrity Packaging fees, or export packing fees. Shipping charges, unlike transportation charges are added into the cost of the item, therefore, are processed through MEDLOG.

FOB TERMS & LIABILITY. FOB terms designates the point at which the government will resume liability for a shipment. FOB destination means the contractor is responsible until the shipment is received at destination and has been accepted. Until delivery and acceptance, risk of loss will be on the contractor unless loss results from negligence of the government. FOB origin indicates the government's liability begins at the named point from which shipment will be made.

OVERSEAS SHIPMENTS. Purchase documents must include specific "ship to" and "mark for" instructions on overseas shipments

going to a transshipment point (New Cumberland, PA or Tracy, CA). Overseas shipments are generally sent to stateside transshipment points first, then sent by **Medical Express (MEDEX)** if not being shipped by parcel post. More specifically shipments destined for USAFE go through New Cumberland, PA; shipments to PACAF go through Tracy, CA. You should not send shipments directly to aerial ports (i.e. Dover, Travis, etc), unless the vendor requests to ship to an aerial port. No shipments can be sent to an aerial port without first obtaining proper air clearance. Vendors should call DSCP-Distribution OMR, Movements Branch prior to shipping for air clearance and assistance in preparing documentation for air shipment at (215) 737-2668 or 2676. The medical ordering facility can call for air clearance authority by calling Wright-Patterson at (937) 257-4946.

MARKING & LABELING instructions must be included in DBPA orders. This should include a list of any forms required on shipping containers, as well as specific marking desired to facilitate delivery. We suggest you include any required labels with your order, completely filled out. "Ship to" and "mark for" addresses are needed for overseas shipments going to a transshipment point or to an aerial port. The **Transportation Control Number (TCN)** should be in the last line of the "Ship To" address. **NOTE: For stateside medical ordering activities, the DODAAC should be listed in the first line of the "shipping address" on your purchase document and the vendor's invoice. For overseas shipments, the DODAAC is part of the TCN. (See Sample of marking overseas shipments on Pages 39-40).** Refer to MIL-STD 129M for complete instructions and samples for marking & labeling shipments. Improper marking has been a big problem at stateside transshipment points. It is the responsibility of the ordering facility to provide complete details to the vendor.

PARCEL POST SHIPMENTS. Parcel post is shipment by U.S. mail and can only be sent

overseas to an APO/FPO mailing address. Parcel post shipments to overseas locations should be used whenever deliveries of mailable matter can meet the size, weight, and other limitations prescribed by the post office. Normal cargo under 70 lbs can be shipped through the U.S. Postal System to an APO/FPO address. If overseas shipments are not being mailed parcel post, then the medical facility must provide a stateside shipping address to the vendor. It is important to know the method of shipment since it may affect reimbursement of freight charges.

If shipment is by mail, and postage will be reimbursed (i.e., FOB origin), the contractor should prepay and show the postage charge as a separate item on the invoice for the supplies shipped. The basic agreement reads "Invoice must be supported by a statement of mailing, prepaid by the contractor, and signed by a postal employee for each individual shipment." The signature serves as the traceable means that a package was shipped.

What about sending **certified** or **registered** mail? The Agreement reads, Shipments may not be insured at government expense for the purpose of recovery in the case of loss or damage, except that minimum insurance required for the purpose of obtaining receipts at point of origin and upon delivery is authorized." The purchase of insurance is not a requisite for obtaining a postal receipt (like the one provided for certified mail). The fee for registered mail is based on the value placed on the item being sent and actually constitutes insurance. In other words, if the vendor wants to purchase insurance to protect their shipment against loss or damage, they can, but they will not be reimbursed for the cost of the insurance.

If you request the vendor to ship parcel post and the vendor flatly refuses to ship by mail; or, will only ship to a stateside shipping address, you will have to accept the vendor's terms. The vendor selects the method of transportation. If you specify parcel post or **UPS** on the purchase document, and the vendor does not want to ship

by those means, then you can either find another DBPA vendor who will ship by mail or provide a stateside shipping address to that vendor. Inform the vendor that you must authorize shipping charges on the purchase document before DAO will reimburse for these charges.

If the vendor wants to ship Federal Express instead of parcel post to avoid having to take their packages down to the post office and waiting for their packages to be signed by the post office worker, you must authorize transportation charges (premium transportation) on the purchase document.

PREMIUM TRANSPORTATION. Medical logistics must arrange for reservation of operation and maintenance (O&M) funds through the facility Resource Management Office (RMO) prior to authorizing premium transportation on requisitions/orders. Funding may be via AF Form 616 or on each individual order (AF Form 9). Any order not funded prior to being placed is subject to ratification. DSCP agreements instruct vendors to provide freight proof of delivery for premium transportation.

QUICK REFERENCE SUMMARY

Competition (AFAC 88-43 and FAR 8.404(b)(2)

Not required for calls against Federal Supply Schedules except orders against multiple-award schedules over \$2,500.

Not required for calls against authorized price lists when calls are up to \$2,500 but calls must be rotated when prices for items available from more than one vendor are comparable. Calls against authorized price list over \$2,500 must be competed.

Price comparisons must be documented in contract file (FAR 8.404(b)(4) - suggest AF Form 3062).

Departure from small business can also be documented on the AF 3062 for calls over \$2,500.

Small Business Set Asides

All purchases above the micro-purchase threshold of \$2,500 and up to \$100,000 are now reserved for small business concerns.

Mandated by public law 95-507. Not required to comply with small business set-asides when using GSA and VA federal supply schedules (AFAC 88-43.)

Purchases against approved price lists qualify as "Set Asides."

Purchases outside the small business arena can be made (FAR 19.506).

Price from small business is not reasonable (fair market), or Items not available in required time frames: NOTE: Whenever

DBPA orders for calls over \$2,500 are placed outside the small business arena, justification must be documented.

Order Modifications

Ordering officials have modification authority for orders placed, because orders are being modified, not the contract itself. Modified orders must still agree with the terms & conditions of DBPAs & price lists, i.e., it would be inappropriate to modify an order to accept a substitute item not covered by the price list.

Problem Solving

Common Problems with Order Preparation:

- Incorrect DBPA number (use correct DBPA prefix, i.e. DLA120, SP0200, or VA0200 for DSCP and VANAC DBPAs).
- Remember to change the FY portion of the DBPA number each FY.
- Incorrect/incomplete FOB terms (If the government is paying for transportation charges, you must authorize them on the purchase document).
- Inadequate or incomplete shipping instructions (APO's "Ship to" and "Mark for"). See Samples on Pages 39 & 40.
- Not putting terms on the P.O.
- Failure to put instructions on orders (i.e. "Fast Pay", if applicable).
- Incomplete fund citations (complete 6B cite required). O&M fund cite required for premium transportation.
- No active DBPA

Transportation Related Problems

Failure of vendor to obtain advance clearance on all shipments (put instructions on orders). Ref.: MILSTAMP DoD 4500.32R Vol I.

Orders specifying wrong aerial port. Lack of TCN, "ship to" and "mark for" information on orders and shipments.

F.O.B. origin and/or estimated freight charges not authorized on purchase document. Know what the FOB terms state in the DBPA. If using

a FSS, the freight terms listed in the FSS supersede the DBPA.

Payment Problems

All DBPAs incorporate "Fast Pay" (FAR clause 52.213-1, Fast Payment Procedures). To facilitate fast pay - Indicate "fast pay applies" on orders (where applicable).

Ensure DAO has copies of original DBPAs, DSCP modifications, all orders & order modifications. (DFAR 204.7004-4).

Coordinate frequently with DAO to ensure any problems are quickly identified and corrected.

Respond promptly to DAO or AFMLO inquiries about overdue payments. Failure to do so could result in suspension of shipments to your account or possibly Air Force wide.

Ensure "remit to" addresses that do not match ordering addresses are noted on the order.

Follow-up and Solutions

Go directly to the vendor first.

Overseas accounts should use message/ telex for speed and documentation.

If unsuccessful, contact AFMLO/FOMP by message or telephone. Provide requisition, contract, call and invoice numbers. Explain the problem and action desired.

Procedures - Ready, Set, Go!

- Get current copies of agreements, modifications, and price lists.

- Read terms and conditions of individual agreements, or FSS if applicable.
- Set up a contract file (folder NSN 7530-00-990-8884) and call register.
- Document competition and any departures from the small business arena for calls over \$2,500. (Recommend AF Form 3062).
- Document competed Routing Identifier Codes (RIDs) for each DBPA. RIDs are published in the AFMLL.

Questions and Answers

Q: What can be ordered?

A: Only medical items on FSS or open market price lists as stated in the DBPA. Exceptions are un-priced DBPAs and book/subscription DBPAs.

Q: Who benefits?

A: Customers enjoy a high quality of patient care, service and satisfaction. Logistics has positive control over orders and elimination of PALT (25 to 60 days).

Q. Can we use the DBPA for rentals?

A. No. You must go through your local contracting office.

Q. Can I order from a FSS that is not published in the AFMLL DBPA Information Quarterly List?

A. Yes, but contact AFMLO first so that we can confirm the validity of the FSS. If the FSS is valid, we will publish that information in the next AFMLL.

Q. I want to order from a DSCP DBPA and I do not have current pricing on file. What should I do?

A. Ask the vendor to send a current price list. In the meanwhile, you will have to obtain price quotes. At the end of the calendar year, many vendors are updating their price lists and do not get them published and shipped out right away. Some vendors may even honor old price lists until a new one is published and distributed. You should still confirm the price in writing.

Q. Does it matter if I use a DBPA, Prime Vendor, or the Internal Merchant Purchase Authorization Card (IMPAC) credit card for purchases?

A. Prime Vendor is mandatory. The IMPAC is the preferred method for purchasing supplies (stock fund) and non-personal services (O&M) under \$2,500. The DBPA is preferred for purchases > \$2,500 and not available from Prime Vendor.

Q. If a FSS lists the Maximum Order Limitation (MOL) as \$200,000, can I place a call for over \$100,000 on a DBPA?

A. No. DSCP DBPAs are not used when a call exceeds \$100,000 or the limit of the FSS, whichever is less. For calls over \$100,000, contact your local contracting office. Overseas facilities could also contact DSCP.

Q. Do I need to keep the receiving reports in the DBPA contract file?

A. It is recommended you keep receiving reports filed in the same area as your local purchase documents. A copy of the computer-generated purchase order is placed in the DBPA file and a completed (signed off) copy is filed with source documents.

Q. A DBPA vendor wants us to buy their software program, which will allow us to order

their products electronically. Can we use the DBPA to purchase their software program?

A. No. You cannot use a DBPA to purchase software programs. Contact your hospital Information System Office for assistance. The vendor should provide the software free of charge.

Q. I need an item in a hurry, how can I speed up delivery?

A: Premium Transportation may be authorized to allow expedited shipment of your order. Premium transportation does not have to be authorized in the DBPA in order to request this service. It can be authorized on the purchase document. Before authorizing premium transportation, make sure that O&M funds are reserved and funded through the Resource Management Office prior to orders being placed. Use AF Form 616, Fund Cite Authorization or AF Form 9 to reserve funds.

Q: If a vendor won't accept my orders, is there anything I can do about it?

A: You can contact AFMLO for intervention. Most likely, there is a payment problem or some other reason the vendor does not want to ship to your facility. AFMLO can find out the problem and get things cleared up for your order acceptance.

Q. A DBPA vendor has put our facility on "credit hold" because of outstanding invoices for unpaid freight charges. The vendor has attached receipts to their invoices but DAO refused to pay them. Why?

A. Freight charges were not paid because they were not authorized on the purchase document. Where freight charges are involved, we recommend you go through your Transportation Office and get an estimate of the freight charges. Just because the DBPA states FOB origin does not necessarily mean DAO is

going to pay the transportation cost because a receipt is attached to the invoice.

Q. Why must I put credit terms on the purchase document?

A. Credit terms need to be on the individual purchase document (contract) because the contract is what is legally binding. Furthermore, DFAS-DE reference DFAS-DE 7010, 2-R states that if credit terms are different from the contract, use the most cost effective for the government.

Q. What is a line card?

A. A line card is a list of companies that a particular vendor distributes for. Basically what this means is that a DBPA vendor distributes for other companies, so price lists may not be available from that vendor and you will need to call for a price quote.

Q. Should we do an official modification if we want to cancel a line item on the purchase document?

A. Yes. If the purchase document was forwarded to DAO, you need to prepare a modification requesting cancellation of the line item and forward to DAO. Recommend you use Standard Form 30 for all modifications.

Q. Can we put advance pay on purchase documents?

A. Advance pay is authorized for subscriptions and periodicals according to DFAS-DE 7010, 2-R, and paragraph 32.403 of the FAR. However, books may not be purchased by advance pay. Be sure to coordinate with your local contracting office and DAO before marking any purchase documents advance pay.

Q. For the next fiscal year, do I start with 0001 on the DBPA call sheets?

A. DSCP modified all their DBPAs to read that the first call issued after each fiscal year change will revert to 0001. However, if you prefer, you can also use the FY in the call number. For example, for Call #1 placed 1 Oct 98, you could use 9001 as the first call number.

Q. What do we do if we have signed for items on a UPS shipment and found out after the fact that they were missing or not delivered?

A. Never sign for items you have not received. Review your warehouse procedures. Make sure your shipments are correctly checked in and not unintentionally misplaced. Before signing for a shipment of multiple items, you will need to verify that you have received everything listed on the UPS Delivery Information Acquisition Device (DIAD) board.

Q. I ordered from an expired DBPA.

A. You have violated the Anti Deficiency Act. Inform your local contracting office that you have ordered from an expired DBPA so that ratification action can be taken. Ratification is the after fact approval and funding of a service or supply that has already been received.

NOTES:

Ordering and Reviewing/Signing Officials SHOULD NOT be the same person.

Before you place any DBPA calls, each activity must provide a list of individuals authorized to place calls against the DBPA to each supplier. Individuals authorized to approve DBPA calls are listed in AFMAN 23-110, PARA 16.13.2.

The AFMLL is now on the World Wide Web. To access, use the Internet Address: <http://www.medicine.army.mil/afmlo/>. NOTE: To access current DBPA data on the AFMLO home page, click on "Products You Can Use" and then DBPAs. If you need assistance, please contact AFMLO/FOI-I, Lynn Elspas, DSN 343-4130.

Effective January 1997, VANAC DBPAs were authorized for use.

The Universal Data Repository (UDR) was fielded in August 1997. This two-disk CD ROM contains copies of all the DBPAs, modifications if applicable, and limited vendors price lists. If you need a hard copy of the DBPA and/or modification(s), you can print them from the UDR. The UDR replaced the microfiche.

Most DBPA vendors now have internet and/or e-mail addresses. Check the DBPA Information Listing published quarterly in the AFMLL for those addresses. This same listing also provides information on DBPA vendors that accept the IMPAC

All questions concerning DBPAs should be directed to AFMLO/FOMP, DSN 343-4164, commercial (301) 619-4164, or FAX DSN 343-

6842/6844, commercial (301) 619-6842/6844 or e-mail your questions to Charlotte.Christian@ft-detrick.af.mil.

Websites of interest:

AFMLO WEBSITE:

<http://www.medicine.army.mil/afmlo/>

DSCP WEBSITE: <http://www.dpsec.dla.mil/>

VANAC WEBSITE:

<http://www.va.gov/oa&mm/nac>

GSA WEBSITE:

<http://www.fss.gsa.gov>

DFAS WEBSITE:

<http://www.dfas.mil/>

UNIVERSAL DATA REPOSITORY MEDICAL CATALOG

“DBPA SEARCHES”

1. FROM THE UDR MEDICAL CATALOG MENU, CLICK ON SEARCH
2. CLICK ON DBPA TO GET TO THE DBPA SEARCH SCREEN
3. CLICK ON
DBPA NUMBER BOX TO SEARCH DBPA ORDERING INFO:
(SEARCH THE DBPA NUMBER FROM THE PICK LIST), CLICK ON
DBPA #, CLICK ON SEARCH
VIEW CONTRACT BOX TO VIEW A DBPA OR ASSOCIATED
MODIFICATION: THEN CLICK ON DBPA NUMBER BOX, CLICK ON
DBPA # FROM THE PICK LIST, CLICK ON SEARCH. NOTE: MODS
ARE BEHIND THE DBPA.
FSS NUMBER BOX TO SEARCH A FEDERAL SUPPLY SCHEDULE
CONTRACT: THEN ARROW DOWN THE PICK LIST OR TYPE FSS IF
KNOWN, CLICK ON SEARCH
COMPANY BOX TO SEARCH BY DBPA VENDOR NAME: ARROW
DOWN TROUGH THE ALPHABETICAL LIST OR TYPE VENDOR’S
NAME, CLICK ON SEARCH
CAGE BOX TO SEARCH BY CAGE CODE: THEN ARROW DOWN OR
TYPE CAGE CODE, IF KNOWN, CLICK ON SEARCH
4. ENTER DATA IN
CATALOG NUMBER TO SEARCH BY CATALOG NUMBER: CLICK
INSIDE FIELD, ENTER DATA, THEN CLICK ON SEARCH
NSN TO SEACH BY NSN: CLICK INSIDE FIELD, ENTER DATA, THEN
CLICK ON SEARCH

NDC TO SEARCH BY NDC: CLICK INSIDE FIELD, ENTER DATA, THEN
CLICK ON SEARCH

GENERIC/BRAND NAME TO SEARCH BY PRODUCT: CLICK INSIDE
FIELD, ENTER DATA, THEN CLICK ON SEARCH

5. PRINT DBPA COPIES & MODIFICATIONS BY FOLLOWING STEPS
ABOVE FOR VIEW CONTRACT BOX, THEN USE THE PRINT ICON

ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 1							
1. CONTRACT/PURCH ORDER/AGREEMENT NO. DLA120-99-A9000		2. DELIVERY ORDER/CALL NO. Call 0015		3. DATE OF ORDER/CALL (YYYYMMDD) 10/2/98		4. REQUISITION/PURCH REQUEST NO. FM4321-9275-0001		5. PRIORITY 013				
6. ISSUED BY USAF Hosp/SGL AFB Disney, USA 12398			7. ADMINISTERED BY (if other than 6) CODE FM4321		8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)							
9. CONTRACTOR NAME AND ADDRESS Johns Medical Supplies 545 Toms Street Malibu, CA 98576			10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 10/30/98		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED							
			12. DISCOUNT TERMS NET 30		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15							
14. SHIP TO Same as Block 6			15. PAYMENT WILL BE MADE BY Accounting & Finance Bldg 370 Disney, CA 98576		16. MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.							
18. TYPE OF ORDER DELIVERY/ CALL PURCHASE		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your DBPA Price furnish the following on terms specified herein. <input checked="" type="checkbox"/> ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)						
If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE 97X4930.FCOB.65 (STATION NUMBER)												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT	
0001		FM4321 - 9275-0001 - Disposable Penlights (#435)			10		ea		\$2.00000		\$20.00	
0002		FM4321 - 9275-0002 - Bandages			10		bx		\$3.00000		\$30.00	
		PREPAID TRANSPORTATION AUTHORIZED NOT TO EXCEED \$ (ESTIMATE)			1				\$5.00000		\$5.00	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA By: Sally Clark CONTRACTING/ORDERING OFFICER				25. TOTAL \$55.00				
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. D.D. VOUCHER NO.		29. DIFFERENCES		30. INITIALS		
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.								34. CHECK NUMBER				
DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. SIR ACCOUNT NUMBER		42. SIR VOUCHER NO.		

JULIAN DATE 8275

CALL NUMBER: 0008

VENDOR: Johns Medicine Shop
100 East End Street
Frederick, MD 21702

SHIP TO: Defense Depot Susquehanna Site East
Bldg 2001 (Mission Drive)
New Cumberland, PA 17070-5000
TCN: FM5353-8275-0001XXX
(MARK FOR:) FM5353/SGSL
100* Med Group/SGL
APO AE 98765
Contract: SP0200-99-A9602
TP: 3

BILL TO: DFAS/DY/FPD
1050 Forrer Road
Dayton, OH 45420

ACCOUNTING & APPROPRIATION DATA: 97X4930.FCOB.6B. (STATION NUMBER)

DATE _____

ITEM	DOCUMENT	STOCK NUMBER	PRI	QTY	UI	UNIT PRICE	TOTAL PRICE
0001	82750001	Car #44-321	13	10	EA	2.50	25.00
0002	82750002	Car #44-323	13	20	EA	5.00	100.00

PREPAID TRANSPORTATION AUTHORIZED NOT TO EXCEED \$ (ESTIMATE)	5.00
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TOTAL PRICE FOR THIS ORDER: \$ 130.00

QUANTITY HAS BEEN:

_____ INSPECTED	_____ RECEIVED	_____ ACCEPTED & CONFORMS TO THE CONTRACT EXCEPT AS NOTED.
SHIP NR _____	PARTIAL _____	FINAL _____

DATE _____

[illegible]

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE DLA120-99-A9000		PAGE 1 OF 1	
2. AMENDMENT/MODIFICATION NO. P0001		3. EFFECTIVE DATE 10/2/98		4. REQUESTION/PURCHASE REQ. NO. PM4321-9215-0001	
5. PROJECT NO. (if applicable)					
6. ISSUED BY USAF Hosp/SGSL AFB Disney, USA 12398		7. ADMINISTERED BY (if other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) John's Medical Supplies 545 Toms Street Milledgeville, GA 30656		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO.		10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 9 and 10, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (if required)

97X4930, PCOB, 6R (STATION NUMBER)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Change item 0001 from catalog number 435 to number 534. No change of prices or extensions.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Sally Clark		16A. NAME AND TITLE OF SIGNER (Type or print) D. J. Smith, Contracting Manager	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 10/2/98

NOV 79-00-01-103-9070

PREVIOUS EDITION UNUSABLE

Created using Perform Pro software.

STANDARD FORM 30 (REV. 10-80)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 1 PAGES
2. AMENDMENT/MODIFICATION NO. P0001	3. EFFECTIVE DATE 10/2/98	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY 21st Medical Group 1234 Main Street Any Base, CA 56770-0001	CODE	7. ADMINISTERED BY (If other than Item 6) CODE FMXXXX9275		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Medical Specialties 1234 Main Street Anytown, CA 56778-0000			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. 10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc). SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. Change quantity of line #1 from 1 (PG) to 2 (PG).
2. Change total price of line #1 from \$5.00 to \$10.00
3. Change total price of this purchase order from \$5.00 to \$10.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) SSgt John Doe, NCOIC, Acquisition Mgmt		16A. NAME AND TITLE OF SIGNER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 10/2/98	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-9070
PREVIOUS EDITION UNUSABLE

Created using PerForm Pro software.

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 1 PAGES	
2. AMENDMENT/MODIFICATION NO. P0002		3. EFFECTIVE DATE 2 Oct 98		4. REQUISITION/PURCHASE REQ. NO. FMXXXX9273		5. PROJECT NO. (if applicable)	
6. ISSUED BY 21st Medical Logistics 1234 Main Street Any Base, CA 56770-0001		CODE		7. ADMINISTERED BY (if other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Medical Specialties 1234 Main Street Anytown, CA 56778-0000				(X) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 10, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (if required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, expiration date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
1. Cancel this purchase order in its entirety, vendor cannot supply this item. 2. Change total purchase order price from \$10.00 to \$0.00.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) SSgt John Doe, NCOIC, Acquisition Mgmt				16A. NAME AND TITLE OF SIGNER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED 2 Oct 98		16B. UNITED STATES OF AMERICA BY _____		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			
NSN 7540-01-152-9070 PREVIOUS EDITION UNUSABLE				Created using PeForm Pro software. STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

ABSTRACT OF PROPOSALS/QUOTATIONS (Negotiated Procurement)				PR NO.		PIN				
OFFEROR/PROPOSER NAME & ADDRESS		1. American Hospital Supply 1020 Benz Street Hines, IL 60141		2. Wichita Supply 3841 South Parkway Justin, TX 78005		3. C.L. Medical Products 2825 Fairview Ave. Irvine, CA 92611				
VENDOR CODE		12344		39445		33959				
POINT OF CONTACT		Mrs. Smith		Mrs. Thompson		Mr. Sandler				
PHONE		(708)786-1121		(817)648-2601		(800)752-3344				
TYPE BUSINESS		SMALL		SMALL		LARGE				
TYPE PROPOSAL - WRITTEN/FA/ORAL		FAX		ORAL		WRITTEN				
PROPOSAL NO.		99-0001		99-0002		99-0003				
PROPOSAL DATE		10/2/98		10/2/98		10/2/98				
MINIMUM ORDER AMOUNT		\$200		\$150		\$100				
GSA/VA/OTHER CONTRACT NO.		V797P-1322m		V797P-1113x		V797P-1236c				
PROPOSED DISCOUNT TERMS		2% Net 30		2% Net 20		1% Net 30				
PROPOSED DELIVERY		10/29/98		10/29/98		10/29/98				
VARIATION IN QTY %		(NA)		(NA)		(NA)				
FOB POINT		Destination		Destination		Destination				
ITEM NO.	QUANTITY	UNIT OF ISSUE	UNIT PRICE	EXTENDED AMT	UNIT PRICE	EXTENDED AMT	UNIT PRICE	EXTENDED AMT	UNIT PRICE	EXTENDED AMT
0001	3	EA	25.00	75.00	22.00	66.00	30.00	90.00		
0002	3	EA	10.00	30.00	9.00	27.00	10.00	30.00		
0003	1	EA	225.00	225.00	250.00	250.00	230.00	230.00		
TRANSPORTATION EVAL COST (for other than FOB Destination)				0.00		0.00		0.00		
TOTAL PROPOSED PRICE				330.00		343.00		350.00		
TOTAL AMOUNT AWARDED				225.00		93.00		0.00		
CONFIRMATION OF			ORDER DATED			CONFIRMED WITH				
REMARKS Wichita Supply competitive with market prices on items 1 & 2. Item 3 awarded to American Hospital Supply. C.L. Medical Products was not competitive.										
BUYER SRA John Doe							DATE 10/2/98			

AF FORM 3062, MAR 96 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION IS OBSOLETE.

FUND CITE AUTHORIZATION (FCA)			
ADVICE NUMBER S-XX-17	CHANGE NUMBER Original	DATE ISSUED 2 Oct 98	EXPIRATION DATE 30 Sep 99
REQUESTED BY/ISSUED TO (Activity's name and address) FM4321 975 USAF Hosp/SGL Sunny AFB, FL 12345-6789		INDIVIDUAL ADMINISTERING FCA (Name, address, and telephone number) Name Address Commercial Phone Number	
<p style="text-align: center;">INSTRUCTIONS TO REQUESTING/RECEIVING OFFICE</p> <p><i>This form may be used by an activity to request authority to cite funds or by the AFO to issue fund cite authority under the provisions of AFR 177-101. Before the beginning of a period, an activity may submit this form to the AFO as a request for fund requirements for a specific period and specific purposes. The amount approved by the AFO is an estimate of the amount which may be obligated. You must advise the issuing AFO when it becomes apparent that obligations may exceed the amount made available on this form. Failure to do so may overobligate the funds administered by the AFO and result in a violation of AFR 177-16. The recipient or person administering this document could be held responsible for the violation and subject to administrative discipline. Show the accounting classification and advice number on all obligation documents. Return a duplicate copy of this form to the issuing AFO as soon as all obligations have been incurred or on the expiration date, whichever comes first. Also return any outstanding commitment documents that authorize obligations which have not been incurred. The total amount of these documents should equal the total of the Commitment Amount column. Send to the issuing AFO any obligation documents received after expiration of the period of the authority. DO NOT use this form after expiration even if an available balance remains. Keep the original form for your files. Instructions for maintaining this form are on the reverse.</i></p>			
<p>To: Accounting and Finance Officer:</p> <p>Request authority to cite funds and incur obligations for the purpose stated below, in amount of \$ <u>2,000.00</u>, to cover estimated fund requirements for the period <u>2 Oct 98</u> to <u>30 Sep 99</u>.</p>			
<p>PURPOSE</p> <p style="text-align: center;">To provide premium transportation for emergency items ordered on an "as required" basis. <u>For Life/Death</u></p>			
REQUESTER'S NAME AND GRADE Lt Col Davy Jones		REQUESTER'S SIGNATURE	
ACCOUNTING CLASSIFICATION (Your local O & M fund cite)		THIS APPROPRIATION EXPIRES 30 SEP 99	AMOUNT \$2,000.00
<p><i>This authority to cite funds and incur obligations in the amount shown above is approved. This is not an administrative subdivision of funds per AFR 177-16</i></p>			
TYPED NAME, ADDRESS, AND TELEPHONE NUMBER OF ISSUING ACCOUNTING AND FINANCE OFFICER (OR OFFICIAL DESIGNEE) Maxwell Clinger DSN 123-9876 Clerk/Corp Sunny AFB, FL		SIGNATURE	

AF FORM 616, APR 89 (EF-V2) (PERFORM PRO)

PREVIOUS EDITION WILL BE USED

List all commitments and obligations you authorize or incur. Compute a new available balance by subtracting the commitment or obligation from the previously recorded as a commitment, reverse the commitment, and record the obligation. Use the Remarks column as necessary to help maintain the form. Send a copy of each obligating document to the issuing AFO as soon as practical (daily, weekly, monthly). Send all obligating documents in time to reach the issuing AFO by the end of the month.

[illegible]

U.S. Government Printing Office

REQUEST FOR PURCHASE				NO FM1234-8275	
INSTALLATION USAF Hosp/SGS1, Hometown, MD				DATE	
TO: CONTRACTING OFFICER MSGT Jones				CLASS	
THROUGH				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (Insert AD/C, if applicable)				DLA120-99-A9003 Call 0001	
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR FM1234		FOR DELIVERY TO FM1234		NOT LATER THAN 001 (1/1/99)	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
0001	FM1234-8275-0001 - 3 x 5 Bandage/Gauze	2	BX	2.50	5.00
0002	FM1234-8275-0002 - 3/0 Suture	3	EA	2.00	6.00
				TOTAL	\$ 11.00
PURPOSE					
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL		SIGNATURE		
2 Oct 98	Lt Col Matthew Weston		TELEPHONE NO. (409)987-6543 x21		
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE		
2 Oct 98	Col Richard Tundell				
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.					
ACCOUNTING CLASSIFICATION (USE PROPER FUND CITE)				AMOUNT \$ 15.00	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE		
2 Oct 98	Maj Thomas Mathis				

AF FORM 9, MAR 77 (EF)

MATERIAL INSPECTION AND RECEIVING REPORT										Form Approved OMB No. 0704-0248	
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington DC 20503.											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.											
1. PROC. INSTRUMENT ESN (CONTRACT) F45603998MS032				2. ORDER NO.		3. INVOICE NO./DATE		4. PAGE OF		5. ACCEPTANCE POINT	
6. SHIPMENT NO.		7. DATE SHIPPED		8. S/L TCH		9. DISCOUNT TERMS					
10. PRIME CONTRACTOR CODE LEGEND BUSINESS SYSTEMS 1028 INDUSTRY DRIVE SEATTLE, WA 98106						11. ADMINISTERED BY CODE 62ND CONS/LGC P.O. BOX 4178 100 MAIN STREET MCCHORD AFB, WA 98438					
12. SHIPPED FROM (if other than 10) CODE BASE MEDICAL LOGISTICS 503 E. STREET MCCHORD AFB, WA 98438-1312						13. PAYMENT WILL BE MADE BY CODE DFAS-SB MARK FOR: PM4479 98MS032 1111 EAST MILL STREET SAN BERNARDINO, CA 92408					
14. SHIPPED TO CODE BASE MEDICAL LOGISTICS 503 E. STREET MCCHORD AFB, WA 98438-1312						15. MARKED FOR CODE					
16. ITEM NO.		17. STOCK/PART NO. <small>(Indicate number of shipping containers - box of container - container number)</small>		18. DESCRIPTION		19. QUANTITY SHIPPED/D*		20. UNIT		21. UNIT PRICE	
				SERVICE MAINTENANCE AGREEMENT FOR THE CARD EMBOSSE, MODEL # 280, SERIAL #541 FOR PERIOD OF 1 OCT 98 THROUGH 31 DEC 98. SERVICE CALL, 18 NOV 98.		1.00		QTR1		323.750	
										323.75	
22. CONTRACT QUALITY ASSURANCE											
A. ORIGIN <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE: _____ SIGNATURE OF AUTH GOVT REP: _____ TYPED NAME AND OFFICE: _____						B. DESTINATION <input type="checkbox"/> COA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents. DATE: 3 Dec 98 SIGNATURE OF AUTH GOVT REP: _____ TYPED NAME AND TITLE: TRACEY E. MOORE, MSGT, USAF SUPT, MEDICAL LOGISTICS					
23. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED: 3 Dec 98 SIGNATURE OF AUTH GOVT REP: _____ TYPED NAME AND OFFICE: ALICE TWIGGS LOCAL PURCHASE TECH. * If quantity received by the Government is the same as quantity shipped, indicate by /✓/ mark; if different, enter actual quantity received below quantity shipped and encircle.											
24. CONTRACTOR USE ONLY											

DD FORM 250, NOV 92 (EG)

Previous edition may be used.

Designed using Perform Pro, WISIDOR, Nov 95

OVERSEAS SHIPPING INSTRUCTIONS USING "MEDEX"

EXAMPLE OF A SHIPMENT TO USAFE

NORMAL CARGO UNDER 70 LBS

SHIP MAIL THROUGH THE US POSTAL SYSTEM TO AN APO/FPO ADDRESS

NORMAL CARGO OVER 70 LBS

SHIP TO:

DEFENSE DEPOT SUSQUEHANNA SITE EAST
BLDG 2001 (MISSION DRIVE)
NEW CUMBERLAND, PA 17070-5000

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

HAZARDOUS CARGO

SHIP TO:

DEFENSE DEPOT SUSQUEHANNA SITE EAST
BLDG 87 (MISSION DRIVE)
NEW CUMBERLAND, PA 17070-5000

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

REFRIGERATED & CONTROLLED SUBSTANCES

SHIP TO:

DEFENSE DEPOT SUSQUEHANNA SITE WEST
BLDG 12
5450 CARLISLE PIKE
MECHANICSBURG, PA 17055-0789

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

OVERSEAS SHIPPING INSTRUCTIONS USING " MEDEX"

EXAMPLE OF A SHIPMENT TO PACAF

NORMAL CARGO UNDER 70 LBS

SHIP MAIL THROUGH THE US POSTAL SYSTEM TO AN APO/FPO ADDRESS

NORMAL CARGO OVER 70 LBS

SHIP TO:

DSJ WAREHOUSE

16-B-1

CENTRAL RECEIVING

25600 S. CHRISMAN RD

TRACY, CA 95376

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

HAZARDOUS CARGO

SHIP TO:

DSJ WAREHOUSE 28

25600 S. CHRISMAN RD

TRACY, CA 95376

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

REFRIGERATED SUBSTANCES

SHIP TO:

WEST COAST MEDEX

DSJ WAREHOUSE 17-5

25600 S. CHRISMAN RD

TRACY, CA 95376

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

CONTROLLED SUBSTANCES

SHIP TO:

DSJ WAREHOUSE 19-3

25600 S. CHRISMAN RD

TRACY, CA 95376

TCN:

MARK FOR: *(YOUR MEDICAL ORDERING FACILITY)*

CURRENT LIST OF MEDICAL EQUIPMENT CALIBRATION/REPAIR & RETURN
DECENTRALIZED BLANKET PURCHASE AGREEMENTS
AS OF DEC 98

GOULD ENDOSCOPE REP.	SP0200-99-A8522	REPAIR/RETURN
SPECTRUM TECHNOLOGIES	SP0200-99-A8531	REPAIR/RETURN
QUANTUM OPTICS SERVICE	SP0200-99-A8574	REPAIR/RETURN
DYNATECH NEVADA	SP0200-99-A9038	TEST EQ. REPAIR
MIDWEST DENTAL PROD.	VA0200-99-A9111	REPAIR/RETURN
INSTRUMENT SPECIALISTS	SP0200-99-A9169	SURG. INSTR. REPAIR
ANESTHESIA ASSOCIATES	DLA120-99-A9176	CALIBRATION/REPAIR
MARQUETTE MEDICAL SYS.	SP0200-99-A9177	REPAIR/RETURN
CENTRAL HANDPIECE, INC.	SP0200-99-A9184	DENTAL HANDP. REPAIR
GREENWICH INSTR. CO.	SP0200-99-A9243	CALIBRATION/REPAIR
INDUSTRIAL ELECTRONICS	SP0200-99-A9267	REPAIR/RETURN
TRYCO, INC.	SP0200-99-A9284	EQ. REPAIR/RETURN
STARKEY LABS, INC.	VA0200-99-A9290	HEARING AID REPAIR
RICHARD'S SURGICAL PRODS.	SP0200-99-A9367	FIBER OPTICS REPAIRS
MEDICAL RESEARCH LABS	DLA120-99-A9389	CALIBRATION/REPAIR

NOTE: All vendors listed above accept IMPAC except A8522 and A9176

CURRENT LIST OF EQUIPMENT REPAIR PARTS AND BATTERIES
DECENTRALIZED BLANKET PURCHASE AGREEMENTS
AS OF FEB 99

NATIONAL OPTRONICS, INC.	SP0200-99-A8518
RICHARDSON ELECTRONICS, LTD.	SP0200-99-A8590
PICKER INTERNATIONAL CORP.	VA0200-99-A9014
A-DEC, INC.	VA0200-99-A9032
DYNATECH NEVADA	SP0200-99-A9038
GE MEDICAL SYSTEMS	SP0200-99-A9057
STERIS CORP.	SP0200-99-A9077
CHIRON DIAGNOSTICS CORP.	VA0200-99-A9112
EASTMAN KODAK	SP0200-99-A9141
GETTING/CASTLE, INC.	SP0200-99-A9145
BERNAFON-MAICO, INC.	SP0200-99-A9171
OHMEDA	VA0200-99-A9175
ACCESS BATTERY & POWER SYS.	SP0200-99-A9236
INDUSTRIAL ELECTRONICS	SP0200-99-A9267
REPLACEMENT PARTS, IND., INC.	SP0200-99-A9274
LAWSON PRODUCTS, INC.	SP0200-99-A9275
NEWARK ELECTRONICS	SP0200-99-A9281
TRYCO, INC.	SP0200-99-A9284
DRAGON/RAVEN, INC.	SP0200-99-A9288
ALEXANDER BATTERY CO.	SP0200-99-A9300
ALLEGIANCE (V. MUELLER INSTRUMENTS)	SP0200-99-A9304
FIC CORPORATION	SP0200-99-A9314
SPACELABS MEDICAL, INC.	VA0200-99-A9364
RICHARD'S SURGICAL PRODUCTS	SP0200-99-A9367
REMEDIAR, INC.	DLA120-99-A9368
PROTOCOL SYSTEMS, INC.	VA0200-99-A9402
MARQUETTE MEDICAL SYSTEMS	SP0200-99-A9500

NOTE: All vendors listed above accept IMPAC